

To : All Students
From : Finance Office
Our Ref : A/FO1(Reminder for 2023 Trimester 3)
Date : 19 February 2024

FO's On-site Support Service and Update of Students' Bank Account Information

- The Finance Office (FO) will provide on-site support services at Shaw Campus to assist students in settling their tuition fees and hall fees. These services will be available during the following periods:

| Peak seasons | Tuition fee due date | Period of FO’s on-site support service | Address and Opening Hours |
|---|----------------------|--|--|
| Semester Term Programmes | | | DLB 514A, David C. Lam Building, Shaw Campus Monday to Friday: 10:00am to 12:30pm, 2:30pm to 5:00pm; Saturday, Sunday and Public Holidays: Closed (Note: Students are advised NOT to go to Tsuen Wan Campus in person.) |
| 2023/24 Semester 1 (Returning Students) | 6 Sep 2023 | 30 Aug - 13 Sep 2023 | |
| 2023/24 Semester 1 (Balance payment - New Undergraduate Students) | 11 Oct 2023 | 4 - 18 Oct 2023 | |
| 2023/24 Semester 2 | 13 Dec 2023 | 6 - 20 Dec 2023 | |
| Trimester Term Programmes | | | |
| 2023/24 Trimester 1 (Returning Students) | 6 Sep 2023 | 30 Aug - 13 Sep 2023 | |
| 2023/24 Trimester 2 | 8 Nov 2023 | 6-10 Nov 2023 | |
| 2023/24 Trimester 3 | 6 Mar 2024 | 4-8 Mar 2024 | |

- The University may be making payments (e.g. scholarship/bursary/studentship/fee refunds/expense claims' etc.) to students through electronic payment transfer only. To facilitate this process, we kindly request all students to update their **HKD savings or current bank account with Hong Kong authorised bank institutions** in the BUniPort. For the instruction on how to input your bank account information, please click on the [demonstration](#) or [instruction](#). Please note that failure to update your bank account details may result in unsuccessful payments from the University.
- To facilitate a more efficient communication, we strongly encourage students to utilize the following online / digital / phone service for enquiries:

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|--|---|
| Email (Most preferred method) | fostudent@hkbu.edu.hk |
| 24-hours hotline enquiry | 3411-2266 (please press 2, 0 to leave a message and your contact details for FO to return call) |
| Frequently asked questions on fee payments | https://fohome.hkbu.edu.hk/for-students/information/student-financial-matters/faq/payment.html |
| Drop-in box | Please refer to the FO memo dated 26 September 2023 |

Thank you for your kind attention on the above matter.